

**REQUEST FOR PROPOSAL/QUALIFICATIONS
FOR
THIRD PARTY ADMINISTRATOR SERVICES**

**Issued by the
The Township of Evesham**



**Date Issued:
December 16, 2011**

**Responses Due by:
January 6, 2012**

**REQUEST FOR PROPOSAL & QUALIFICATIONS (RFP)
FOR
THIRD PARTY ADMINISTRATOR SERVICES
(HEALTH AND PRESCRIPTION INSURANCE SERVICES)**

I. PURPOSE AND INTENT

Through this Request for Proposal & Qualifications (RFP), the Township of Evesham (hereinafter the "Township") seeks to engage a Third Party Administrator for group insurance for a term not exceeding three years commencing on or about February 1, 2012 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. and Chapter 27 of the Code of the Township of Evesham.

II. PROPOSAL SUBMISSION

An original, clearly marked as the "ORIGINAL" and a cd providing a full, complete and exact PDF copy of the original submission shall be submitted in a sealed envelope clearly marked with "THIRD PARTY ADMINISTRATOR" and addressed to:

Township Clerk
Township of Evesham
984 Tuckerton Road
Marlton, New Jersey 08053

The proposal must be received no later than January 6, 2012 at 11:00 a.m.

Proposals shall be publicly opened on January 6, 2012 at 11:00 a.m. in Conference Room B of the Municipal Building, 984 Tuckerton Road, Marlton, New Jersey 08053.

Faxed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Tom Czerniecki
Township Manager
Township of Evesham
984 Tuckerton Road
Marlton, New Jersey 08053

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Township will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Township reserves the right to

reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Township reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE TOWNSHIP OF EVESHAM

The Township of Evesham operates under a Council-Manager Form of Government pursuant to NJSA 40:69A-83. The Township is approximately 32 square miles, has a population of 48,000, an annual operating budget of \$30 million, approximately 300 employees (225 who are full time, the remainder part-time or seasonal) and the township owns an 18 hole golf course and Country Club (Indian Spring Country Club). The Township Council meets the first and third Tuesday's of each month as well as special meetings on an as needed basis.

IV. MINIMUM QUALIFICATIONS

See Exhibit A

V. MANDATORY CONTENTS OF PROPOSAL

Definitions

While an applicant does not have to match each item exactly, the following is what is generally meant when used in this RFP.

- Scope: magnitude of the project, and value of the contract
- Size: when used in this context refers to such things as: budget, miles of roads, number of employees, acres of recreation areas, size of municipal bonds, population, number of homes.
- Similar: refers to such things as towns that are partially or wholly in the Pinelands, have areas of dense suburban development, have areas of non-dense woodlands, have large recreation complexes, contain streams and lakes, contain federally regulated wetlands and have a self-liquidating utility.

In addition to demonstrating an ability to meet all minimum qualifications in Exhibit A, the firm must also include and address the following:

1) Contact Information: Provide the name and address of the firm; the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

- 2) A fee proposal for the 2012 Township year. A proposal showing minimum and maximum ranges is not acceptable.
- 3) A statement of compliance with Chapter 27 of the Code of the Township of Evesham. (sample attached)
- 4) An executive summary of not more than two pages, identifying and substantiating why the vendor is best qualified to provide the requested services.
- 5) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.
- 6) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of work within the scope of services required under this RFP in **similarly sized municipalities. It is imperative to show experience in similarly sized towns.**
- 7) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey and any familiarity your firm has with the Burlington County area.
- 8) Five references, including three current clients for whom services have been provided for at least five years and two former clients for whom services have been provided within the past seven years. Provide the contact names, titles and phone numbers.
- 9) If the vendor or any principal therein has been engaged as a defendant in any litigation involving a sum of \$100,000 or more and/or has been subject to any professional disciplinary action over the last three years, the bidder must provide a description of the litigation and/or disciplinary action.
- 10) A description of any ongoing investigations and/or litigation matters involving the applicant, its directors, officers and principals and any individuals employed by the applicant that relate to the performance of the vendor in the proposed field of expertise.
- 11) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Township.
- 12) The firm shall discuss in detail the type of monthly and quarterly financial and claims reporting that will be submitted to the Township for the cost effective management of claims.

VI. INTERVIEW

The Township Manager reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

VII. SELECTION PROCESS

All proposals will be reviewed by the Township Manager to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy IV “Minimum Requirements” and V “Mandatory Contents of Proposal” the Township will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor’s general approach to providing the services required under this RFP.
- (b) The vendor’s documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP
- (c) The qualifications and experience of the vendor’s management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the vendor to mobilize, undertake and successfully complete the scope of work in a timely fashion. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor’s management, supervisory and other staff proposed.
- (e) Costs and fee schedules.

VIII. SELECTION AND CONTRACT

The Township will select the vendor deemed most advantageous to the Township, price and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor’s proposal, and any changes negotiated by the parties.

Exhibit A

Township of Evesham

Request for Proposal & Qualifications for Municipal Professionals

Minimum Qualifications

Applicant vendors **must** establish that they meet the following minimum qualifications:

SCOPE OF SERVICES

A. Scope of Services

The firm shall document in detail the firm's ability to provide the following range of services to administer a partial self- insurance plan for a group of approximately 190 covered employees:

- A. Plan Design
- B. Plan Documents
- C. Enrollment Services
- D. COBRA Administration
- E. Eligibility Verification
- F. Forms (Enrollment/Identification Cards/Etc)
- G. Claims Administration
- H. Customer Service
- I. Case Management
- J. Coordination of Benefits
- K. Stop Loss Insurance (Claims Reporting and other Coordination)
- L. Subrogation – Third Party Liability
- M. Management Reports-Claims History
- N. Financial Status Reports

- O. Internal Controls
- P. Utilization Review Services
- Q. Cost Controls
- R. Wellness Programs
- S. Other Services as Needed by the Township

The firm is required to provide a clear delineation of the self insurance functions to be performed by the third party administrator and the functions to be performed by the Township staff.

**Statement of Compliance with Chapter 27
of the Code of the Township of Evesham**

The undersigned being authorized and knowledgeable of the circumstances, does
pursuant to Chapter 27 hereby swear under penalty of perjury that_____

(firm name)

is in compliance with the aforesaid Chapter 27 of the Code of the Township of Evesham.

I further acknowledge our continuing duty to report any violations of said ordinance during the term of our contract.

Signature

Name and Title

Date